

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant/Associate Planner	Job Family: 2/2
General Classification: Professional	Job Grade: 24/28

Definition: To perform professional level work in the field of current or advance planning, economic development or redevelopment activities; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned area of responsibility.

Distinguishing Characteristics: Assistant Planner - This is the entry level class in the Planner series. This class is distinguished from the Associate Planner by the performance of the less complex, more routine professional tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence or direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Associate level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks. Receives general supervision from a higher level professional or managerial position.

Associate Planner - This is the full journey level class within the Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of professional duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level with a minimum of two years professional planning experience and the demonstrated ability to perform the more complex professional planning responsibilities. Receives direction from a higher level professional or managerial position. May exercise technical and functional supervision over lower level professional, technical or clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform professional level work in the field of current or advanced planning, redevelopment, zoning and design review.
2. Gather and maintain demographic data and other related statistics.
3. Research, analyze and interpret social, economic, population and land use data and trends.

4. Compile information and make recommendations on special studies; prepare technical and complex reports.
5. Make presentations to the City Council, Environmental Planning Commission, developers, community groups and outside agencies.
6. Review development proposals for conformance with appropriate regulations and consistency with established policies; prepare reports of recommendations.
7. Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications.
8. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards.
9. Perform zoning enforcement duties; perform inspections and related field work.
10. Prepare staff reports and graphic displays.
11. Research and draft ordinances for review.
12. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Basic principles and practices of planning; research and investigation procedures; drafting and graphic presentations; statistical and research methods as applied to the collection, analysis and presentation of planning, economic and redevelopment data.

Ability to: Demonstrate tact and diplomacy with the public; prepare reports and graphic presentations; prepare accurate maps, plans, charts and tables; learn applicable environmental laws and regulations; analyze and compile technical and statistical information and prepare reports; use basic word processing equipment; establish and maintain effective work relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: One year of professional planning experience is required; equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning or a closely related field.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Minimum Qualifications:

Associate Planner

In addition to the qualifications of the Assistant Planner:

Knowledge of: Applicable, Federal, State and local land use and environmental laws and regulations, such as CEQA, Subdivision Map Act and the California Redevelopment law including current case law; current literature, information sources and research techniques in the field of planning.

Ability to: Perform independent technical research and give reliable advice on the full range of planning problems; review and conduct independent analysis on the more complex development proposals; act as a lead or project manager on significant development proposals, coordinate the work of other planners, outside consultants and other public agency representatives; represent the City on complex issues; conduct and negotiate real estate or development agreements, as assigned; provide lead supervisory direction, training and guidance to lower level planning and administrative support personnel, as assigned; interpret planning and zoning programs to the general public; interpret and explain laws underlying general plans, zoning and land divisions; interpret and explain statistical analysis applied to land use, transportation, communications and public utility systems; use basic word processing equipment.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of increasingly responsible professional planning experience similar to the Assistant Planner in the City of Mountain View; equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning or a closely related field.

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